



DEFENSE FINANCE AND ACCOUNTING SERVICE

P.O. BOX 182317
COLUMBUS, OHIO 43218-2317

DFAS-PTBFB/CO

April 6, 2006

MEMORANDUM FOR PERMANENT DUTY (PDT) TRAVELERS
HUMAN RESOURCE (HR) MANAGERS
HUMAN RESOURCE (HR) SPECIALISTS

SUBJECT: Permanent Duty Travel (PDT) Information

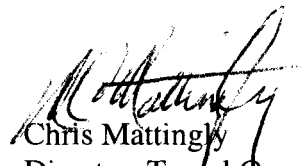
The enclosed information is provided to assist those employees performing PDT travel, and is intended to supplement the information provided by the servicing HR Office and our web site <https://dfas4dod.dfas.mil/centers/dfasco/customer/travel/index.htm>. HR offices may find the enclosures helpful when explaining entitlements and preparing orders.

Enclosure 1 is a Frequently Asked Questions (FAQ) guide, to help you find answers in the Civilian PDT Pamphlet (located at the web site above), in addition to necessary points of contact and filing information.

At Enclosure 2 you will find our PDT Traveler voucher processing checklist. This checklist will assist you in submitting a complete, properly prepared/supported travel claim. Checklists for your Reviewer (Supervisor) and Approving Officer are also located on our web site.

Enclosure 3 includes sample forms showing how to complete your DD1351-2 voucher for the various types of entitlements, along with the supporting forms required.

If you have any questions regarding the filing of any PDT entitlement and/or content required in travel authorizations, please contact our travel customer service representatives at 1-(800) 756-4571, Option 4 or DSN 869-6331.


Chris Mattingly
Director, Travel Operations

Enclosures:
As stated

TRAVEL OPERATIONS - COLUMBUS

Frequently asked questions (FAQs) regarding Civilian Permanent Duty Travel (PDT) entitlements

Question: How do I file my PDT entitlement claims?

Answer: PDT entitlement claims may be submitted to Travel Operations Columbus (TOC) by fax to (614) 693-2463/DSN 869-2463, by email to COL-TRAVEL-CLAIMS@DFAS.MIL, by mail to the following address:

Defense Finance and Accounting Service
DFAS-PTBFB/CO
PO BOX 369015
Columbus, OH 43236-9015

or via FEDEX to:

DFAS-PTBFB/CO
PCS TRAVEL
3990 E BROAD ST, BLDG 21
Columbus, OH 43213-1152

All claims may be faxed or emailed, please do not do both.

EFT sign up or change forms should be faxed to Ms. Carrie Parry at 614-693-2588.
Direct Deposit is highly encouraged to speed up your payment process.

Question: How long will it take to process my PDT entitlement claim?

Answer: Once your claim is received in Travel Operations Columbus (TOC), our goal is to process it in 8 business days – to include calculating your entitlement and disbursement to your bank account.

Question: If I have questions regarding the calculation of my PDT payment, whom should I contact?

Answer: TOC has a knowledgeable customer service branch, to assist you with questions on entitlements, claim status and calculation review. TOC's toll-free number is 1-800-756-4571, option 4 or DSN 869-6331.

Answers to the following FAQs may be found in the DFAS Pamphlet for Civilian PDT, located on our web-site @ <https://dfas4dod.dfas.mil/centers/dfasco/customer/travel/index.htm> on the pages listed:

Question: For what PCS entitlements may I receive an advance? Pages 3 & 4

Question: How do I request an advance of PDT entitlements? Page 3

Question: May I be authorized a househunting trip (HHT)? Pages 7 & 8

Question: What is the mileage rate for my privately owned conveyance (POC) when I drive it to my NDS? Page 10

Question: Do I receive per diem for driving to my NDS? Is per diem based on the location at which I lodge if an overnight stay is required? Pages 10 & 11

Question: May I be reimbursed for the shipment of my household goods (HHG)? What is the maximum weight that can be shipped? Pages 12-14

Question: What is the difference between the two methods of shipping HHGs? Pages 12 & 13

Question: May I be authorized TQSE? If I am authorized, what methods of reimbursement are available? Page 18

Question: What is the difference between the two types of TQSE? Pages 18-21

Question: Am I entitled to receive the miscellaneous expense allowance? Pages 22-24

Question: Am I entitled to receive compensation for expenses associated with the sale of my residence at the old duty station, purchase of a residence at my new duty station? What about costs incurred for breaking an unexpired lease at the old duty station? Pages 25-31

Question: What is the tax impact on PCS entitlements? Page 35

Question: What is Withholding Tax Allowance (WTA)? Page 36

Question: Do I get some of the taxes back that I had to pay on my move? Page 37

Guidance on what documents to submit with each type of PDT voucher can be found on the following pages:

RAT travel	Page 6
Enroute travel	Page 11
Househunting Trip	Page 8 & 9
TQSE	Page 20 & 21
POV Shipment	Page 17
HHG Shipment/Storage	Page 14
Miscellaneous Expense	Page 24
Unexpired Lease	Page 31
Real Estate	Page 31
Relocation Income Tax Allowance	Page 37

If you have additional questions or concerns, guidance is available in the Joint Travel Regulation (JTR) Vol II, chapters 4, 5, 7, 14, 15, 16, the DFAS Pamphlet for Civilian PDT, or visit our web-site for information on the items listed below:

- Current processing dates
- W-2 mailing dates
- Date of receipt of RIT rates (to begin processing RITA claims)
- All blank forms needed to file PCS claims
- Processing checklists

TRAVELER'S CHECKLIST FOR CIVILIAN PERMANENT DUTY TRAVEL SETTLEMENT VOUCHERS

User. All civilian travelers submitting claims for PERMANENT DUTY TRAVEL PDT/PCS claims are to be completed within 5 working days of the completion of each portion of travel (i.e., House hunting, En route, 1st 30 TQSE days, etc.).

Purpose. This checklist should be used by the travelers to ensure their travel claims are proper, complete, and comply with the intent of the order before submitting them to the reviewing/approving official for signature.

1. ___ The Travel Voucher (DD Form 1351-2 July 2004) must be prepared in ink, typewriter, or computer generated.
2. ___ Your original signature must be in block 20a, and dated in block 20b on the travel voucher.
3. ___ All information in blocks 1-9 and 11 of the travel voucher must be completed. Provide a duty phone number and e-mail address. Does the administrative data i.e. name, ssn on the travel voucher agree with the orders? If not, make administrative corrections and initial. If you are requesting payment via Electronic Funds Transfer, did you include a completed Form DD2762?
4. ___ Are advances and/or accrued per diem payments listed in block 9? You must annotate "NONE" in block 9 if there were no advances or partial payments. Do not indicate ATM cash withdrawals in block 9.
5. ___ Block 12 must be completed, indicating if dependent(s) traveled concurrent or delayed. If submitting for reimbursement of your HHT, indicate if your spouse traveled on the HHT.
6. ___ The itinerary in block 15a-15d must be completed using dates and not times, modes of travel, and reason for stops. refer to the reverse page of the DD1351-2 for correct "modes of travel" and "reason for stop" codes.
7. ___ Is block 16 (POC Travel) checked if mileage is claimed? Examples of POC mileage are: to and from the airport, and to and from the Permanent Duty Station (PDS). Indicate the number of people per POC, if more than one POC is authorized and used.
8. ___ Block 17 must be completed indicating the duration of your travel period.
9. ___ If filing for TQSE (AE), did you include both pages of a completed DFAS-CO FM148, to include the actual cost of meals and indicating if the meals were commercial or home cooked? Did you attach receipts for any meal expense of \$75 or more for one or more individuals?
10. ___ If filing for MEA, did you include the following statement in block 18 of the 1351-2: "I certify that I have discontinued my residence at the old PDS and have established a residence at the new PDS.", along with the dollar amounts being claimed? Did you indicate on the 1351-2, who actually relocated with you? If itemizing, did you include receipts for expenses incurred and obtain the signature of the authorizing/approving official (AO), to include the date in block 21a and 21b of the 1351-2?
11. ___ Is lodging claimed and supported by paid receipts (regardless of amount) or a certified statement attached explaining why receipts are not available to include the name and address of the lodging facility, the dates the lodging was obtained, whether or not others shared the room and the cost incurred? Did you include a copy of your lease or rental agreement if you are renting an apartment?
12. ___ Are reimbursable expenses of \$75 or more claimed on the travel voucher and supported by a paid receipt or certified statement explaining why receipts are not attached, when specific services were rendered or articles purchased, and the unit price?
13. ___ If filing for your HHT and you traveled via air, did you include a copy of your airline receipt/air schedule?
14. ___ Exchange rate when foreign currency is involved must be indicated on the travel voucher. The traveler must include the expense in both foreign currency and U.S. dollars.
15. ___ Was leave taken in conjunction with the travel? If so, was it annotated in the itinerary and in block 29, Remarks Section?
16. ___ If you are filing for Real Estate expenses, you must include a completed/approved DD1705-in blocks 18&20 or 19 & 20, a purchase or sales contract, a copy of the signed settlement statement and receipts for items paid outside of closing..
17. ___ If you are filing for a RIT Allowance did you include: copies of all W-2 forms for your earned income (to include spouses' if you are filing a joint return) for the applicable year, IRS FM1099 for Military retired pay, a completed RIT Allowance Status Certification Form, a 1351-2 claiming the RIT Allowance with the required signatures?
18. ___ If you are filing for HHG Shipment/Storage, did you include: Proof of gross, tare and net weight, paid commercial bill of lading if moved by a commercial mover, a paid rental truck receipt-all itemized receipts for expenses incurred due to the move, paid storage receipts showing dates, where stored, and rates billed?
19. ___ Are there specific items not in the original order that require and amended order or the authorization and signature of the Approving Official? If yes, are the items properly claimed and necessary receipts attached?
20. ___ Are the required orders and all amendments(to include the accounting citation, reverse side of 1614 and/or continuation page), receipts, statements, certifications, etc., attached to the travel claim and is the claim reasonable and consistent with the mission?
21. ___ You must forward your completed travel voucher and supporting documentation to your supervisor/reviewing official for signature and date in block 20c and 20d of the 1351-2, if your agency requires.

SAMPLE

DIRECT DEPOSIT AUTHORIZATION <i>(Please read Instructions on back before completing this form.)</i>		<i>Form Approved</i> OMB No. 0730-0004 <i>Expires Oct 31, 2000</i>
The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0730-0004), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.		
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS OF THE AGENCY WHICH PROVIDED THIS FORM.		
PRIVACY ACT STATEMENT		
AUTHORITY: 31 C.F.R. Part 209, Department of the Treasury Financial Manual, Bulletin No. 95-07, E.O. 9397, DoD "Financial Management Regulation", Volume 5.		
PRINCIPAL PURPOSES: This form authorizes direct deposits of net payments, travel payments, and allotments to financial institutions to which payment is to be directed.		
ROUTINE USES: None.		
DISCLOSURE: Voluntary; however, failure to provide requested information may affect the processing of this form and may delay or prevent the receipt of payments through the Direct Deposit/Electronic Funds Transfer Program.		
SECTION I - EMPLOYEE/MEMBER/ANNUITANT INFORMATION		
1. NAME OF EMPLOYEE/MEMBER/ANNUITANT <i>(Last, First, Middle)</i> Smith, Joe S.		2. ORGANIZATION DFAS Columbus
3. HOME ADDRESS OF EMPLOYEE/MEMBER/ANNUITANT <i>(Street, Apartment Number, City, State, ZIP Code)</i> 123 Main St. Columbus, OH 43213		
4. SOCIAL SECURITY NUMBER 123-45-6789	5. WORK TELEPHONE NUMBER <i>(Include Area Code)</i> (614) 693-1111	6. HOME TELEPHONE NUMBER <i>(Include Area Code)</i> (614) 999-2222
SECTION II - DIRECT DEPOSIT ACCOUNT INFORMATION		
7. TYPE OF ACCOUNT <i>(X as appropriate)</i> <input checked="" type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS		8. TYPE OF PAYMENT <i>(X only one)</i> <input checked="" type="checkbox"/> NET PAY <input type="checkbox"/> ALLOTMENTS <input checked="" type="checkbox"/> TRAVEL <input type="checkbox"/> OTHER PAYMENTS <i>(Specify)</i>
9. FOR ALLOTMENT ONLY <i>(X as appropriate) (Employees only)</i> <input type="checkbox"/> START <input type="checkbox"/> CHANGE <input type="checkbox"/> CANCEL		10. NEW ALLOTMENT AMOUNT \$
NOTE: When applicable, a voided personal check/share draft must be attached. If a voided personal check/share draft is not attached, items 11 through 14 must be completed.		
11. ROUTING TRANSIT NUMBER (RTN) <i>(9 digits)</i> 011111111	12. ACCOUNT NUMBER 888888899999	
13. ACCOUNT TITLE <i>(See Instructions)</i> Joe S. Smith		
14. FINANCIAL INSTITUTION		
a. NAME DOLLAR BANK		b. TELEPHONE NUMBER <i>(Include Area Code)</i> (614) 333-3333
c. ADDRESS <i>(Street, Suite Number, City, State, ZIP Code)</i> 456 Money St. Columbus, OH		
SECTION III - AUTHORIZATION		
15. EMPLOYEE/MEMBER/ANNUITANT SIGNATURE Joe S. Smith		16. DATE 1/20/06

SAMPLE

INSTRUCTIONS FOR PREPARING DD FORM 2762

PURPOSE

You may use this form to provide instructions for processing your net pay, travel payments, or allotments (including third-party allotments). This form is NOT intended for court-ordered garnishments or tax levies.

Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the Direct Deposit/Electronic Funds Transfer Program.

A separate form must be completed for each type of payment to be sent by Direct Deposit.

NOTE: Continue to use the ACH Vendor/ Miscellaneous Payment Enrollment Form (SF 3881) to process vendor payments.

SECTION I - EMPLOYEE/MEMBER/ANNUITANT INFORMATION (Items 1 - 6)

You must complete Items 1 through 6 after carefully reading the instructions and the Privacy Act Statement.

You must keep the agency informed of any address change to remain qualified for payment.

Item 2 - Organization. The name of the Department, Activity, and Office Code you are employed/assigned.

SECTION II - DIRECT DEPOSIT ACCOUNT INFORMATION

Item 7 - Type of Account. Place an "X" in the appropriate box to indicate if you want your payment to be sent to a checking or savings account.

Item 8 - Type of Payment. Place an "X" in the appropriate box to indicate what type of payment you want sent by Direct Deposit.

Item 9 - For Allotment Only. Place an "X" in the appropriate box to indicate if you want to start, change, or cancel an allotment.

Item 11 - Routing Transit Number (RTN). This is the financial institution's nine-digit RTN to which payment is to be directed. If depositing to a check/share draft account, enter the number printed on the lower left hand corner of your personal check/share draft.

NOTE: If the check/share draft includes "Payable Through" under the bank name, on your personal check/share draft, contact the financial institution to obtain the correct RTN for Direct Deposit.

Item 12 - Account Number. The account number (can be less than 17 digits) to which payment is to be directed. If depositing to a check/share draft account, this number is usually located at the bottom of your personal check/share draft following the RTN. NOTE: Do NOT include the check number which is usually located at the top left hand corner or top middle of your personal check/share draft, following account number.

Item 13 - Account Title. The name on the account at the financial institution to which payment is to be directed. If depositing to a check/share draft account, the name is usually located at the top left hand corner or top middle of your personal check/share draft.

Item 14 - Financial Institution. The name, address, and telephone number of the institution to which payment is to be directed. NOTE: If a copy of a voided personal check/share draft is attached, Items 11 through 14c are not required to be completed.

SECTION III - AUTHORIZATION

Items 15 and 16 - Signature and Date. You must sign and date this form before the authorization can be processed.

FOR CHANGES:

You must complete and submit a new "Direct Deposit Authorization" form to the applicable DoD agency. If you are changing the financial institution to which payment is to be directed, we recommend that the accounts be maintained at both financial institutions until the new institution received your Direct Deposit payment.

FOR CANCELLATIONS:

This authorization will remain in effect until you cancel by providing a written notice to the DoD agency or by your death or legal incapacity. Upon cancellation, you should notify the receiving financial institution. The authorization may be cancelled by the financial institution by providing you a written notice 30 days in advance of the cancellation date. You must immediately advise the DoD agency if the authorization is cancelled by the financial institution. The financial institution cannot cancel the authorization by advice to the Government agency.

SAMPLE

EMPLOYEE AGREEMENT
FOR REPAYMENT OF EXCESS WITHHOLDING TAX ALLOWANCE (WTA)*

OPTION A: If you anticipate that your Federal Withholding Tax Rate (FWTR) will be 25 percent or greater, WTA will be computed using a rate of 33.33 percent, and you should not be in an overpaid status upon the computation of your Relocation Income Tax (RIT) Allowance.

OPTION B: If you anticipate that your FWTR will not be more than 15 percent, WTA will be computed using a rate of 17.6471 percent, and you should not be in an overpaid status upon the computation of your RIT allowance.

AGREEMENT: I hereby agree to:

- a. Repay any excess amount of WTA paid to me in any Year 1** immediately upon computation of the RIT claim or within 30 days of issuance of the indebtedness letter.
- b. Submit the required certified tax information and claim for my RIT allowance within 120 days, unless an extension is granted by the commanding officer or designee of the DoD component concerned, after the close of Year 1.

I also understand that failure to comply with this requirement will preclude the DoD component's payment of the WTA. The entire WTA will be considered an excess payment if the RIT claim is not submitted timely to settle the RIT account, and the WTA will be due in full within 30 days of issuance of an indebtedness letter.

Please check only 1 box:

- ☒ Elect WTA as Option A
☐ Elect WTA as Option B
☐ I decline any payment of WTA

Joe S. Smith
SIGNATURE OF EMPLOYEE

Joe S. Smith
PRINTED NAME OF EMPLOYEE

January 20, 2006
DATE

DEFINITIONS:

*WITHHOLDING TAX ALLOWANCE: WTA is calculated in Year 1, to cover the employee's Federal tax withholding obligation each time covered moving expenses are made that result in a Federal tax withholding obligation.

**YEAR 1: The calendar year in which reimbursement or payment for moving expenses is made to, or for, the employee under the provisions of The Joint Travel Regulations (JTR), Volume II, Chapter 16, Paragraph C16000. If an employee's reimbursement for moving expenses is spread over more than one year, he/she will have more than one Year 1.

SAMPLE

SAMPLE

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.																																																																																													
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ SAMPLE HHT																																																																																															
2. NAME (Last, First, Middle Initial) (Print or type) SMITH, JOE S.			3. GRADE GS11	4. SSN 123-45-6789		5. TYPE OF PAYMENT (X as applicable) <input type="checkbox"/> TDY <input checked="" type="checkbox"/> PCS <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA																																																																																											
6. ADDRESS, a. NUMBER AND STREET 123 MAIN ST.		b. CITY COLUMBUS		c. STATE OH	d. ZIP CODE 43213																																																																																												
e. E-MAIL ADDRESS JOE.SMITH@DFAS.MIL							10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER c. PAID BY d. COMPUTATIONS e. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total 0.00 (8) Less Advance (9) Amount Owed 0.00 (10) Amount Due																																																																																										
7. DAYTIME TELEPHONE NUMBER & AREA CODE (614) 693-1111		8. TRAVEL ORDER/AUTHORIZATION NUMBER DFAS-1148		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES 750.00																																																																																													
11. ORGANIZATION AND STATION DFAS COLUMBUS OH				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code) 134 GOLDEN WAY SAN FRANCISCO, CA 01234																																																																																													
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input checked="" type="checkbox"/> UNACCOMPANIED		a. NAME (Last, First, Middle Initial) 		b. RELATIONSHIP 	c. DATE OF BIRTH OR MARRIAGE 																																																																																												
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (Explain in Remarks)																																																																																																	
15. ITINERARY <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>a. DATE 2006</th> <th>b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)</th> <th>c. MEANS/ MODE OF TRAVEL</th> <th>d. REASON FOR STOP</th> <th>e. LODGING COST</th> <th>f. POC MILES</th> </tr> </thead> <tbody> <tr> <td>1/02</td> <td>DEP RESIDENCE SAN FRANCISCO, CA</td> <td>TP</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1/02</td> <td>ARR</td> <td></td> <td>AD</td> <td></td> <td></td> </tr> <tr> <td>1/11</td> <td>DEP COLUMBUS, OH</td> <td>TP</td> <td></td> <td>750.00</td> <td></td> </tr> <tr> <td>1/11</td> <td>ARR</td> <td></td> <td>MC</td> <td></td> <td></td> </tr> <tr> <td></td> <td>DEP RESIDENCE SAN FRANCISCO, CA</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>ARR</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>DEP</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>ARR</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>DEP</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>ARR</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>DEP</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>ARR</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>DEP</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>ARR</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								a. DATE 2006	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES	1/02	DEP RESIDENCE SAN FRANCISCO, CA	TP				1/02	ARR		AD			1/11	DEP COLUMBUS, OH	TP		750.00		1/11	ARR		MC				DEP RESIDENCE SAN FRANCISCO, CA						ARR						DEP						ARR						DEP						ARR						DEP						ARR						DEP						ARR				
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18. REIMBURSABLE EXPENSES <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>a. DATE</th> <th>b. NATURE OF EXPENSE</th> <th>c. AMOUNT</th> <th>d. ALLOWED</th> </tr> </thead> <tbody> <tr> <td>1/02/06</td> <td>TAXI-RES. TO AIRPORT</td> <td>25.00</td> <td></td> </tr> <tr> <td>1/02/06</td> <td>RENTAL CAR</td> <td>375.00</td> <td></td> </tr> <tr> <td>1/10/06</td> <td>RENTAL CAR GAS</td> <td>55.00</td> <td></td> </tr> <tr> <td>1/11/06</td> <td>TAXI-AIRPORT TO RES.</td> <td>25.00</td> <td></td> </tr> <tr> <td>1/11/06</td> <td>LODGING TAX</td> <td>75.00</td> <td></td> </tr> </tbody> </table>								a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	1/02/06	TAXI-RES. TO AIRPORT	25.00		1/02/06	RENTAL CAR	375.00		1/10/06	RENTAL CAR GAS	55.00		1/11/06	TAXI-AIRPORT TO RES.	25.00		1/11/06	LODGING TAX	75.00																																																																			
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SAMPLE

CLAIM FOR
TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)
(SUB-VOUCHER)

EMPLOYEE NAME: Joe S. Smith SSN: 123-45-6789 GRADE: GS-11
NEW DUTY STATION: DFAS Columbus, OH DATE REPORTED FOR DUTY: 1/19/06
DATE VACATED OLD RESIDENCE: EMPLOYEE 1/15/06 DEPENDENTS 1/15/06
DATE OCCUPIED NEW RESIDENCE: EMPLOYEE 1/19/06 DEPENDENTS 1/19/06
NAME(S) OF DEPENDENT(S) INCLUDED IN CLAIM (Show only eligible members of family included in travel authorization (DD1614)).
Smith, Jane P. - Wife Smith, Samantha Z. - Daughter
Smith, Sam Q. - Son

INSTRUCTIONS

All expenses will be itemized and only actual expenses claimed. Home meal cost will be accumulated and averaged for all meals prepared at home.

If expenses claimed are for temporary quarters occupied at different locations by the employee and dependent(s), use separate expense itemization sheets for each location. Temporary quarters occupied at other than the old or new duty station location requires approval by the order approving official based on a determination that such occupancy is justified.

If any other claim has been made for temporary quarters expenses in connection with this PCS move, explain. Attach copy of paid voucher if claim has been paid.

If separate claim has been made for PCS travel from old to new duty station, explain. Attach copy of paid voucher if claim has been paid.

If official temporary duty travel was performed during the temporary quarters subsistence expense or foreign allowance reimbursement claim period, explain. Attach copy of paid voucher if claim has been paid.

Occupancy of permanent quarters occurs when the employee or any member of the family starts occupying the permanent quarters.

Receipts are required for lodging expenses and any single expense of \$75 or more to include meal expense for one or more individuals.

Additional Notes:

SAMPLE

EMPLOYEE SIGNATURE: Joe S. Smith DATE: 2/18/06

DFAS-CO FM 148, Sep 97 (REVISED)

SAMPLE

**TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)
WORKSHEET**

DAY	Date MM/DD/YY	Persons		Lodging*		Meal Cost Incl Tips						Laundry		Daily Total Amount
		Emp	Dep	City, State	Cost	**	Breakfast	**	Lunch	**	Dinner	Coin	Other	
1	1/19/2006	1	3	GAHANNA, OH	\$86.90	C	\$24.98	C	\$27.62	C	\$37.92			\$ 177.42
2	1/20/2006	1	3	GAHANNA, OH	\$86.90	C	\$20.56	C	\$32.80	C	\$43.50			\$ 183.76
3	1/21/2006	1	3	GAHANNA, OH	\$86.90	C	\$23.69	C	\$31.98	C	\$47.90	\$31.50		\$ 221.97
4	1/22/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
5	1/23/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
6	1/24/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00		\$24.00	\$ 146.90
7	1/25/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
8	1/26/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
9	1/27/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
10	1/28/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00	\$28.00		\$ 150.90
11	1/29/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
12	1/30/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
13	1/31/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00		\$26.50	\$ 149.40
14	2/1/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
15	2/2/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
16	2/3/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
17	2/4/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00	\$26.50		\$ 149.40
18	2/5/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
19	2/6/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
20	2/7/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00		\$24.00	\$ 146.90
21	2/8/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
22	2/9/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
23	2/10/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
24	2/11/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00	\$28.00		\$ 150.90
25	2/12/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
26	2/13/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
27	2/14/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00		\$26.50	\$ 149.40
28	2/15/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
29	2/16/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00			\$ 122.90
30	2/17/2006	1	3	GAHANNA, OH	\$86.90	H	\$12.00	H	\$12.00	H	\$12.00	\$31.50		\$ 154.40
TOTAL FOR THIS PERIOD														\$ 4,116.45

Signature YOUR SIGNATURE

Date DATE SIGNED

*Receipts are required for Lodging expenses and any single expense of \$75 or more to include any meal expense for one or more individuals.

**Indicate in box, type of meal. "C" for commercial meals, "H" for home prepared meals.

Note: "Laundry" Coin - cost of washer/dryers, laundry soaps etc.

Other - Dry cleaning expenses

Use this space for additional explanations (show periods of TDY or other deviations during period of temporary quarters).

THIS IS AN EXAMPLE/FOR INFORMATIONAL PURPOSES ONLY

GROCERIES PURCHASED 1/21/06 - \$ 280.15 GROCERIES PURCHASED 1/28/06- \$224.38 GROCERIES PURCHASED 2/4/06 - \$206.02

GROCERIES PURCHASED 2/11/06- \$261.45 TOTAL OF \$972.00 / 81 MEALS = \$12.00-AVERAGE COST OF HOME COOKED MEAL

PLEASE NOTE: RETAIN ALL GROCERY AND COMMERCIAL MEAL RECEIPTS EVEN IF UNDER \$75 AND ALWAYS CLAIM ACTUAL COSTS. DO NOT INCLUDE NON-FOOD ITEMS, ALCOHOL AND SNACKS WHEN AVERAGING GROCERY EXPENSES; AS THEY ARE NOT REIMBURSABLE.

SAMPLE

TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.									
2. NAME (Last, First, Middle Initial) (Print or type) SMITH, JOE S.				3. GRADE GS11		4. SSN 123-45-6789		5. TYPE OF PAYMENT (X as applicable) <input type="checkbox"/> TDY <input checked="" type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA			
6. ADDRESS. a. NUMBER AND STREET 123 MAIN ST.			b. CITY COLUMBUS			c. STATE OH		d. ZIP CODE 43213			
e. E-MAIL ADDRESS JOE.SMITH@DFAS.MIL								10. FOR D.O. USE ONLY			
7. DAYTIME TELEPHONE NUMBER & AREA CODE (614) 693-1111		8. TRAVEL ORDER/AUTHORIZATION NUMBER DFAS-1148		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES 0.00				a. D.O. VOUCHER NUMBER			
11. ORGANIZATION AND STATION DFAS COLUMBUS, OH				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code) 134 GOLDEN WAY, SAN FRANCISCO, CA 01234				c. PAID BY			
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input checked="" type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE								14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (Explain in Remarks)			
15. ITINERARY											
a. DATE 2006		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		c. MEANS/ MODE OF TRAVEL		d. REASON FOR STOP		e. LODGING COST		f. POC MILES	
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SAMPLE

REIMBURSEMENT FOR REAL ESTATE SALE AND/OR PURCHASE CLOSING COST EXPENSES

(DoD Civilian Employees when transferring due to Permanent Change of Station (PCS))

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5724 and EO 9397 (SSN).

PRINCIPAL PURPOSE(S): Used by DoD civilian employees to request reimbursement of real estate expenses related to the sale and/or purchase of their primary residence due to a permanent change in their duty stations.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, completion of this form is necessary before reimbursement may be authorized and expenses paid. The personal information requested is needed to identify the employee.

EMPLOYEE INSTRUCTIONS

1. Prepare an original and one copy of the Reimbursement for Real Estate Sale and/or Purchase, DD Form 1705. Complete all blocks in Parts I, II, or III and enter all applicable amounts and totals in Columns (1) and (2) of Part V, on the back of this form.
2. Attach one complete set of required supporting documents, e.g., sales agreement between buyer and seller, settlement statement, etc. **Please submit copies as the documents are not returned.** Sign and date in the applicable Employee Certification block.
3. Submit Travel Voucher or Subvoucher, DD Form 1351-2, along with the original DD Form 1705 and copies of supporting documents to your supervisor. **Retain a copy of this claim application and the originals of all supporting documents for your personal files.**

PART I - EMPLOYEE INFORMATION

1. NAME (Last, First, Middle Initial) SMITH, JOE S.	2. SOCIAL SECURITY NO. 123-45-6789	3. MAILING ADDRESS (Include ZIP Code) 123 MAIN ST. COLUMBUS, OH 43213
4. WAS A REAL ESTATE CLAIM PREVIOUSLY SUBMITTED FOR EXPENSES FOR THIS PCS TRANSFER? (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

PART II - TRANSFER INFORMATION

5. YOUR NOTIFICATION DATE OF THIS TRANSFER (YYYYMMDD) 2005/12/20	6. OLD DUTY STATION LOCATION SAN FRANCISCO, CA	7. NEW DUTY STATION LOCATION COLUMBUS, OH
8. TRAVEL AUTHORIZATION DATE (YYYYMMDD) 2005/12/20	9. DATE TRANSPORTATION AGREEMENT SIGNED (YYYYMMDD) 2005/12/20	10. DATE REPORTED FOR DUTY AT NEW DUTY STATION (YYYYMMDD) 2006/01/19

PART III - RESIDENCE INFORMATION

	a. PROPERTY AT OLD DUTY STATION	b. PROPERTY AT NEW DUTY STATION
11. COMPLETE RESIDENCE ADDRESS (Include apartment number and ZIP Code)		123 MAIN ST. COLUMBUS, OH 43213
12. NUMBER OF DWELLING UNITS		ONE
13. CLOSING OR SETTLEMENT DATE (YYYYMMDD)		2006/02/18
14. SALE AND/OR PURCHASE PRICE	\$	\$ 287,900.00
15. TOTAL EXPENSES CLAIMED	\$	\$ 6,858.95

EMPLOYEE CERTIFICATION(S)

16. SALE OF OLD RESIDENCE I certify that the amounts claimed in Part V in conjunction with the above sale represent only amounts actually paid by me, that title to the property was in my name and/or a member of my immediate family, and that this was my primary residence when I was first definitely informed of my transfer.		17. PURCHASE OF NEW RESIDENCE I certify that the amounts claimed in Part V in conjunction with the above purchase represent only amounts actually paid by me, and that title to the property is in my name and/or a member of my immediate family and is my new primary residence.	
a. EMPLOYEE SIGNATURE	b. DATE (YYYYMMDD)	a. EMPLOYEE SIGNATURE YOUR SIGNATURE	b. DATE (YYYYMMDD) DATE SIGNED

MANAGEMENT INSTRUCTIONS

(To be reviewed/completed by the employee's supervisor or the official designated by the commanding officer of the employee's activity.)

1. For Sales and Purchases: Send the original Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705, and copies of the supporting documents to the official designated to approve the reasonableness of the expenses itemized in Part V.
2. Submit the original DD Form 1705 and copies of the supporting documents, including the Travel Voucher or Subvoucher, DD Form 1351-2, to the appropriate payment approving official in the paying office.

PART IV - MANAGEMENT APPROVAL INFORMATION

18. SALE EXPENSES The sale expenses claimed in Part V are approved as being reasonable in amount and customarily paid by a seller in the locality where the property is located. <input type="checkbox"/> AS CLAIMED <input type="checkbox"/> AS REDUCED (See attached memo)		19. PURCHASE EXPENSES The purchase expenses claimed in Part V are approved as being reasonable in amount and customarily paid by a buyer in the locality where the property is located. <input checked="" type="checkbox"/> AS CLAIMED <input type="checkbox"/> AS REDUCED (See attached memo)		20. PAYMENT APPROVAL BY NEW DUTY STATION Payment of this claim is approved in the amount of: \$ 6,858.95 If amount approved is less than amount claimed, see attached memo.	
a. SIGNATURE	b. DATE (YYYYMMDD)	a. SIGNATURE REVIEWER SIGNATURE	b. DATE (YYYYMMDD) DATE SIGNED	a. SIGNATURE AO SIGNATURE	b. DATE (YYYYMMDD) DATE SIGNED
c. TITLE		c. TITLE REVIEWING OFFICIAL TITLE		c. TITLE APPROVING OFFICIAL TITLE	

SAMPLE

SAMPLE

PART V - EXPENSES INCURRED AND PAID IN SELLING RESIDENCE AT OLD DUTY STATION AND/OR PURCHASING RESIDENCE AT NEW DUTY STATION

EXPENSE ITEM AND EXPLANATION	TOTAL AMOUNTS PAID	
	(1) SALE EXPENSES FOR FORMER RESIDENCE AT OLD DUTY STATION	(2) PURCHASE EXPENSES FOR NEW RESIDENCE AT NEW DUTY STATION
21. SALES/BROKER'S COMMISSION FEES: The sales commission paid to a broker or real estate agent for selling former residence. Includes fees for listing the residence and payment for multiple listing service, when not included in the commission paid to the broker or the agent.	\$	
22. ADVERTISING FEES: Expenses paid for newspaper and other advertising when a direct sale is made without using the services of a real estate broker or real estate agent.	\$	
23. APPRAISAL FEE: The amount paid to a professional appraiser for establishing a suggested sale price for the residence.	\$	
24. LEGAL AND RELATED FEES: The amount(s) paid for title costs, e.g., abstract or title search, title examination, related notary fees, title insurance policy; costs of preparing conveyance documents and contracts; costs of making surveys, preparing drawings or plats when required for legal financing purposes; recording and transfer charges, etc.	\$	\$ 596.04
25. MISCELLANEOUS COSTS: Amounts paid in connection with sale of the former residence and/or purchase of the new residence. The purchaser ordinarily pays these expenses (except item a. below); however, depending on local custom and practice, the seller may be required to pay some of them.		
a. PREPAYMENT CHARGE: The amount required in the mortgage (or other mortgage security instrument) as a fee paid for loan repayment; or if not specifically required by the mortgage instrument, the prepayment amount paid. The amount is limited to 3 months prevailing interest on the loan balance.	\$	
b. LENDER'S APPRAISAL FEE: The amount paid for the mortgagee or lender's charge for residence appraisal.		\$ 300.00
c. FHA OR VA APPLICATION FEE	\$	\$ 0.00
d. CERTIFICATION FEE: The amount paid for any required certification as to the structural soundness or physical condition of the property, e.g., lender's inspection fee, pest inspection, radon test, etc., if required by the mortgagee and/or lender, FHA or VA.	\$	\$ 7.50
e. CREDIT REPORT FEE: The amount paid for the credit or factual data report on the buyer, if required by mortgagee and/or lender, FHA or VA	\$	\$ 15.50
f. MORTGAGE TITLE POLICY FEE: The amount paid for mortgage, or lender's, title insurance only. A mortgage insurance policy on the life of the borrower and the additional cost for an owner's title policy are NOT reimbursable expenses.	\$	\$ 1,285.04
g. ESCROW AGENT'S FEE: The amount paid to an escrow agent, title company, or similar entity used to close a real estate transaction.	\$	\$ 545.00
h. CITY/COUNTY/STATE TAX STAMPS	\$	\$ 1,727.67
i. SALES OR TRANSFER TAXES; MORTGAGE TAX	\$	\$ 79.00
26. OTHER INCIDENTAL EXPENSES: This includes other expenses that are reasonable and customary charges or fees paid as may be authorized and not properly included in the items listed above. Incidental expenses must be itemized and explained. Attach a separate sheet, if necessary.	\$	\$ 2,303.20
27. TOTAL COSTS INCURRED AND PAID FOR THE SALE OF THE FORMER RESIDENCE AT THE OLD DUTY STATION (Column (1). See Footnotes 1 and 3)	\$ 0.00	
28. TOTAL COSTS INCURRED AND PAID FOR THE PURCHASE OF THE NEW RESIDENCE AT THE NEW DUTY STATION (Column (2). See Footnotes 2 and 3)		\$ 6,858.95

Note: Costs of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also, mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. No fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-321, and Regulation Z issued by the Board of Governors of the Federal Reserve System.

Footnotes:

1. The total amount of expenses which may be reimbursed is this amount, but it shall not exceed 10% of the sale price of the residence at the old duty station.
2. The total amount of expenses which may be reimbursed is this amount, but it shall not exceed 5% of the purchase price of a residence at the new duty station.
3. If property is a multiple family unit type (excluding condominium) expenses are prorated and allowed for the employee's residence unit only.

SAMPLE

Exception to SF 1012 approved by
GSA/IRMS 12-91.

SAMPLE

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.																																																																																																																													
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		Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ SAMPLE HHG																																																																																																																															
2. NAME (Last, First, Middle Initial) (Print or type) SMITH, JOE S.			3. GRADE GS11	4. SSN 123-45-6789		5. TYPE OF PAYMENT (X as applicable) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> TDY <input checked="" type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) </div> <div> <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA </div> </div>																																																																																																																											
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7. DAYTIME TELEPHONE NUMBER & AREA CODE (614) 693-1111		8. TRAVEL ORDER/AUTHORIZATION NUMBER DFAS-1148		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES <div style="text-align: center; font-size: 1.2em;">0.00</div>		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER c. PAID BY d. COMPUTATIONS 																																																																																																																											
11. ORGANIZATION AND STATION DFAS COLUMBUS OH				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code) 134 GOLDEN WAY SAN FRANCISCO, CA 01234																																																																																																																													
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SAMPLE

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ SAMPLE RAT					
2. NAME (Last, First, Middle Initial) (Print or type) DOE, JANE			3. GRADE GS11	4. SSN 123-45-6789		5. TYPE OF PAYMENT (X as applicable)	
6. ADDRESS. a. NUMBER AND STREET DFAS-EUR, BOX 0, UNIT 12345			b. CITY APO	c. STATE AE	d. ZIP CODE 01234-4578	<input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA	
e. E-MAIL ADDRESS JANE.DOE@DFAS.MIL			10. FOR D.O. USE ONLY				
7. DAYTIME TELEPHONE NUMBER & AREA CODE (614) 693-2222		8. TRAVEL ORDER/AUTHORIZATION NUMBER DFAS-2234		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES 0.00		a. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION DFAS EUROPE, FEDERAL BARRACKS						b. SUBVOUCHER NUMBER	
12. DEPENDENT(S) (X and complete as applicable)				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code) DFAS-EUR, BOX 0 UNIT 12345 APO, AE 01234-4578		c. PAID BY	
<input checked="" type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED							
a. NAME (Last, First, Middle Initial) DOE, JOHN		b. RELATIONSHIP HUSBAND	c. DATE OF BIRTH OR MARRIAGE 2/9/1944	14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		d. COMPUTATIONS	
15. ITINERARY							
a. DATE 2006	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
01/17	DEP HOME- STUTTGART, GE			CA			
01/17	ARR STUTTGART AIRPORT, STUTTGART, GE			CP	AT		
01/17	DEP			CP	LV		
01/17	ARR			CP			
01/26	DEP COLUMBUS, OH			CP			
01/27	ARR			CA	AT		
01/27	DEP STUTTGART AIRPORT, STUTTGART, GE			CA	MC		
01/27	ARR						
	DEP HOME-STUTTGART, GE						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
16. POC TRAVEL (X one)				17. DURATION OF TDY TRAVEL			
<input type="checkbox"/> OWN/OPERATE		<input type="checkbox"/> PASSENGER		<input checked="" type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input type="checkbox"/> MORE THAN 24 HOURS		(4) Dependent Travel (5) DLA (6) Reimbursable Expenses	
18. REIMBURSABLE EXPENSES							
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED				
12/30/05	AIRFARE 1327.02 EU @ 1.201	1,593.75					
01/17/06	TAXI 45 EURO/1.213 EX RATE	54.59					
01/27/06	TAXI 45 EURO/1.225 EX RATE	55.13					
01/17/06	*EXCESS BAGGAGE 66 EURO	79.27					
	1.201 EX RATE						
				19. GOVERNMENT/DEDUCTIBLE MEALS			
				a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS
20.a. CLAIMANT SIGNATURE YOUR SIGNATURE HERE		b. DATE 01/28/06	c. SUPERVISOR SIGNATURE YOUR SUPERVISOR SIGNATURE HERE		d. DATE 01/29/06		
21.a. APPROVING OFFICER SIGNATURE * AO SIGNATURE HERE (FOR EXAMPLE AUTHORIZING EXCESS BAGGAGE COST)						b. DATE DATE SIGNED	
22. ACCOUNTING CLASSIFICATION							
SAMPLE							
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY	26. TRAVEL ORDER/ AUTHORIZATION POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID	

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
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<input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ SAMPLE RITA					
2. NAME (Last, First, Middle Initial) (Print or type)			3. GRADE	4. SSN	5. TYPE OF PAYMENT (X as applicable)		
SMITH, JOE S.			GS11	123-45-6789	<input type="checkbox"/> TDY <input checked="" type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA		
6. ADDRESS. a. NUMBER AND STREET		b. CITY		c. STATE	d. ZIP CODE		
123 MAIN ST.		COLUMBUS		OH	43213		
e. E-MAIL ADDRESS					10. FOR D.O. USE ONLY		
JOE.SMITH@DFAS.MIL							
7. DAYTIME TELEPHONE NUMBER & AREA CODE		8. TRAVEL ORDER/AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		a. D.O. VOUCHER NUMBER	
(614) 693-1111		DFAS-1148		0.00			
11. ORGANIZATION AND STATION						b. SUBVOUCHER NUMBER	
DFAS COLUMBUS OH							
12. DEPENDENT(S) (X and complete as applicable)				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		c. PAID BY	
<input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED				134 GOLDEN WAY SAN FRANCISCO, CA 01234			
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH OR MARRIAGE			
				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)		d. COMPUTATIONS	
				<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)			
15. ITINERARY				c. MEANS/ MODE OF TRAVEL		d. REASON FOR STOP	
a. DATE		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		e. LODGING COST		f. POC MILES	
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				e. SUMMARY OF PAYMENT			
				(1) Per Diem			
				(2) Actual Expense Allowance			
				(3) Mileage			
				(4) Dependent Travel			
				(5) DLA			
				(6) Reimbursable Expenses			
				(7) Total 0.00			
				(8) Less Advance			
				(9) Amount Owed 0.00			
				(10) Amount Due			
16. POC TRAVEL (X one)				17. DURATION OF TDY TRAVEL			
<input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				<input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input type="checkbox"/> MORE THAN 24 HOURS			
18. REIMBURSABLE EXPENSES							
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED				
2007 FEB	2006 RELOCATION INCOME						
	TAX ALLOWANCE						
	*SEE ATTACHED						
	DOCUMENTATION*						
				19. GOVERNMENT/DEDUCTIBLE MEALS			
				a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS
20. a. CLAIMANT SIGNATURE				b. DATE		c. SUPERVISOR SIGNATURE	
YOUR SIGNATURE				02/15/07		YOUR SUPERVISOR SIGNATURE HERE	
						d. DATE	
						02/16/07	
21. a. APPROVING OFFICER SIGNATURE						b. DATE	
22. ACCOUNTING CLASSIFICATION							
SAMPLE							
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER/ AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
						28. AMOUNT PAID	

SAMPLE

RELOCATION INCOME TAX (RIT) ALLOWANCE

STATUS CERTIFICATION FORM

Permission for Use of Data
And
Certificate of Authenticity

I certify that the following information, which is to be used in calculating the RIT allowance to which I am entitled, has been (or will be) shown on the income tax returns filed (or to be filed) by me (or by my spouse and me) with the applicable Federal, State, and Local (specify which) tax authorities for the 2006 tax year.

Gross Compensation as shown on attached, IRS Form (s) W-2, 1099 (s) showing *non-disability Military pay and, if applicable, net earnings (or loss) from self-employment income shown on attached Schedule SE (Form 1040):

	Forms W-2	Forms 1099*	Schedule SE
Employee	\$ <u>63,042.00</u>	\$ <u>N/A</u>	\$ <u>N/A</u>
Spouse	\$ <u>42,080.00</u>	\$ <u>N/A</u>	\$ <u>N/A</u>
(if filing jointly)			
Filing Status:	Total (All columns) \$ <u>105,122.00</u>		
	<u>married filing joint</u>		
(Specify the filing status item that was (or will be) claimed on IRS Form 1040, i.e. single, married filing joint, etc.).			

Joe S. Smith
Printed Name of Employee

STATE TAX RETURNS Since most non-deductible moving expense reimbursements will be taxed at the new location, the Federal Travel Regulations do not provide for a RIT allowance related to state taxes at the employee's old location.

However, in very limited circumstances, the employee may be subject to state taxes in two states at the new location. This would be true if the employee's state of residence at the new location and the state where the employee worked at the new location were different and both taxed the employee's RIT income - without either of these states allowing an adjustment or credit for this double taxation.

If either state allows an adjustment or credit for this double taxation, then the RIT allowance is based on the other state's tax rate - otherwise, it is based on the sum of the tax rates for both states at the new location.

List below the name (s) of the state (s) which taxed your non-deductible moving expense reimbursements for this tax year.

CA
State

N/A
State

SAMPLE

SAMPLE

LOCAL TAX RETURNS If the employee incurs an additional local income tax liability as a result of moving expense reimbursements. Specify the name of all localities and the applicable tax withholding rate (s), i.e. 1%, 2%, etc. for this tax year. These local tax rates are expressed as a percent of one of the following: income, federal tax or state tax, and are to be listed in the "Type of Tax" column. Please contact your local tax authorities if you are unsure of these items.

Locality	Percent	Type of Tax
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

The above information is true and accurate to the best of my knowledge. I (we) agree to notify the appropriate DoD component official of any changes to the above (i.e., from amended tax returns, tax audits, etc.) so that appropriate adjustment to the RIT allowance can be made. The required supporting documents, including a signed and dated DD Form 1351-2 with one copy of my travel orders, and all claimed income W-2s, etc., are attached. Additional documentation will be furnished if requested.

I (We) further agree that if the 12 month services agreement required by the Joint Travel Regulation (JTR), Vol II, Paragraph C4001-A is violated, the total amount of the RIT allowance will become a debt due the U.S. Government.

Employee's Signature Joe S. Smith Date 2/10/07

Spouse's Signature Joelle P. Smith Date 2/10/07
(If joint tax returns were filed for year(s) affected)

Social Security Number 123-45-6789 987-65-4321
Employee Spouse (if applicable)

PRIVACY ACT STATEMENT Collection of this information is authorized by 5 U.S.C., Section 5724b and 10 U.S.C. Section 136. The use of an individual's Social Security Number for purposes related to Federal income taxes is authorized by 26 U.S.C., Section 6109. The Social Security Number will be used to verify the individual employees' identity. The information furnished or submitted with this form is confidential and will be used to calculate the employee's RIT allowance. Failure to provide the information listed on this form will make it impossible for DFAS-FTP/CA to compute the allowance.

SAMPLE

SAMPLE

REIMBURSEMENT FOR REAL ESTATE SALE AND/OR PURCHASE CLOSING COST EXPENSES

(DoD Civilian Employees when transferring due to Permanent Change of Station (PCS))

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5724 and EO 9397 (SSN).

PRINCIPAL PURPOSE(S): Used by DoD civilian employees to request reimbursement of real estate expenses related to the sale and/or purchase of their primary residence due to a permanent change in their duty stations.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, completion of this form is necessary before reimbursement may be authorized and expenses paid. The personal information requested is needed to identify the employee.

EMPLOYEE INSTRUCTIONS

1. Prepare an original and one copy of the Reimbursement for Real Estate Sale and/or Purchase, DD Form 1705. Complete all blocks in Parts I, II, or III and enter all applicable amounts and totals in Columns (1) and (2) of Part V, on the back of this form.
2. Attach one complete set of required supporting documents, e.g., sales agreement between buyer and seller, settlement statement, etc. **Please submit copies as the documents are not returned.** Sign and date in the applicable Employee Certification block.
3. Submit Travel Voucher or Subvoucher, DD Form 1351-2, along with the original DD Form 1705 and copies of supporting documents to your supervisor. **Retain a copy of this claim application and the originals of all supporting documents for your personal files.**

PART I - EMPLOYEE INFORMATION

1. NAME (Last, First, Middle Initial) SMITH, JOE S.	2. SOCIAL SECURITY NO. 123-45-6789	3. MAILING ADDRESS (Include ZIP Code) 123 MAIN ST. COLUMBUS, OH 43213
4. WAS A REAL ESTATE CLAIM PREVIOUSLY SUBMITTED FOR EXPENSES FOR THIS PCS TRANSFER? (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

PART II - TRANSFER INFORMATION

5. YOUR NOTIFICATION DATE OF THIS TRANSFER (YYYYMMDD) 2005/12/20	6. OLD DUTY STATION LOCATION SAN FRANCISCO, CA	7. NEW DUTY STATION LOCATION COLUMBUS, OH
8. TRAVEL AUTHORIZATION DATE (YYYYMMDD) 2005/12/20	9. DATE TRANSPORTATION AGREEMENT SIGNED (YYYYMMDD) 2005/12/20	10. DATE REPORTED FOR DUTY AT NEW DUTY STATION (YYYYMMDD) 2006/01/19

PART III - RESIDENCE INFORMATION

	a. PROPERTY AT OLD DUTY STATION	b. PROPERTY AT NEW DUTY STATION
11. COMPLETE RESIDENCE ADDRESS (Include apartment number and ZIP Code)	134 GOLDEN WAY SAN FRANCISCO, CA 01234	
12. NUMBER OF DWELLING UNITS	ONE	
13. CLOSING OR SETTLEMENT DATE (YYYYMMDD)	2006/08/18	
14. SALE AND/OR PURCHASE PRICE	\$ 862,000.00	\$
15. TOTAL EXPENSES CLAIMED	\$ 61,916.20	\$

EMPLOYEE CERTIFICATION(S)

16. SALE OF OLD RESIDENCE I certify that the amounts claimed in Part V in conjunction with the above sale represent only amounts actually paid by me, that title to the property was in my name and/or a member of my immediate family, and that this was my primary residence when I was first definitely informed of my transfer.		17. PURCHASE OF NEW RESIDENCE I certify that the amounts claimed in Part V in conjunction with the above purchase represent only amounts actually paid by me, and that title to the property is in my name and/or a member of my immediate family and is my new primary residence.	
a. EMPLOYEE SIGNATURE YOUR SIGNATURE	b. DATE (YYYYMMDD) DATE SIGNED	a. EMPLOYEE SIGNATURE	b. DATE (YYYYMMDD)

MANAGEMENT INSTRUCTIONS

(To be reviewed/completed by the employee's supervisor or the official designated by the commanding officer of the employee's activity.)

1. For Sales and Purchases: Send the original Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705, and copies of the supporting documents to the official designated to estimate the reasonableness of the expenses itemized in Part V.
2. Submit the original DD Form 1705 and copies of the supporting documents, including the Travel Voucher or Subvoucher, DD Form 1351-2, to the appropriate payment approving official in the paying office.

PART IV - MANAGEMENT APPROVAL INFORMATION

18. SALE EXPENSES The sale expenses claimed in Part V are approved as being reasonable in amount and customarily paid by a seller in the locality where the property is located. <input type="checkbox"/> AS CLAIMED <input checked="" type="checkbox"/> AS REDUCED (See attached memo)		19. PURCHASE EXPENSES The purchase expenses claimed in Part V are approved as being reasonable in amount and customarily paid by a buyer in the locality where the property is located. <input type="checkbox"/> AS CLAIMED <input type="checkbox"/> AS REDUCED (See attached memo)		20. PAYMENT APPROVAL BY NEW DUTY STATION Payment of this claim is approved in the amount of: \$ 61,000.00 If amount approved is less than amount claimed, see attached memo.	
a. SIGNATURE REVIEWER SIGNATURE	b. DATE (YYYYMMDD) DATE SIGNED	a. SIGNATURE	b. DATE (YYYYMMDD) DATE SIGNED	a. SIGNATURE AO SIGNATURE	b. DATE (YYYYMMDD) DATE SIGNED
c. TITLE REVIEWING OFFICIAL TITLE		c. TITLE		c. TITLE APPROVING OFFICIAL TITLE	

DD FORM 1705, OCT 2002

PREVIOUS EDITION IS OBSOLETE.

SAMPLE

SAMPLE

PART V - EXPENSES INCURRED AND PAID IN SELLING RESIDENCE AT OLD DUTY STATION AND/OR PURCHASING RESIDENCE AT NEW DUTY STATION

EXPENSE ITEM AND EXPLANATION	TOTAL AMOUNTS PAID	
	(1) SALE EXPENSES FOR FORMER RESIDENCE AT OLD DUTY STATION	(2) PURCHASE EXPENSES FOR NEW RESIDENCE AT NEW DUTY STATION
21. SALES/BROKER'S COMMISSION FEES: The sales commission paid to a broker or real estate agent for selling former residence. Includes fees for listing the residence and payment for multiple listing service, when not included in the commission paid to the broker or the agent.	\$ 51,720.00	
22. ADVERTISING FEES: Expenses paid for newspaper and other advertising when a direct sale is made without using the services of a real estate broker or real estate agent.	\$	
23. APPRAISAL FEE: The amount paid to a professional appraiser for establishing a suggested sale price for the residence.	\$	
24. LEGAL AND RELATED FEES: The amount(s) paid for title costs, e.g., abstract or title search, title examination, related notary fees, title insurance policy; costs of preparing conveyance documents and contracts; costs of making surveys, preparing drawings or plats when required for legal financing purposes; recording and transfer charges, etc.	\$ 790.00	\$
25. MISCELLANEOUS COSTS: Amounts paid in connection with sale of the former residence and/or purchase of the new residence. The purchaser ordinarily pays these expenses (except item a. below); however, depending on local custom and practice, the seller may be required to pay some of them.		
a. PREPAYMENT CHARGE: The amount required in the mortgage (or other mortgage security instrument) as a fee paid for loan repayment; or if not specifically required by the mortgage instrument, the prepayment amount paid. The amount is limited to 3 months prevailing interest on the loan balance.	\$	
b. LENDER'S APPRAISAL FEE: The amount paid for the mortgagee or lender's charge for residence appraisal.		\$
c. FHA OR VA APPLICATION FEE	\$	\$
d. CERTIFICATION FEE: The amount paid for any required certification as to the structural soundness or physical condition of the property, e.g., lender's inspection fee, pest inspection, radon test, etc., if required by the mortgagee and/or lender, FHA or VA.	\$ 1,407.00	\$
e. CREDIT REPORT FEE: The amount paid for the credit or factual data report on the buyer, if required by mortgagee and/or lender, FHA or VA	\$	\$
f. MORTGAGE TITLE POLICY FEE: The amount paid for mortgage, or lender's, title insurance only. A mortgage insurance policy on the life of the borrower and the additional cost for an owner's title policy are NOT reimbursable expenses.	\$	\$
g. ESCROW AGENT'S FEE: The amount paid to an escrow agent, title company, or similar entity used to close a real estate transaction.	\$	\$
h. CITY/COUNTY/STATE TAX STAMPS	\$	\$
i. SALES OR TRANSFER TAXES; MORTGAGE TAX	\$ 7,974.20	\$
26. OTHER INCIDENTAL EXPENSES: This includes other expenses that are reasonable and customary charges or fees paid as may be authorized and not properly included in the items listed above. Incidental expenses must be itemized and explained. Attach a separate sheet, if necessary.	\$ 25.00	\$
27. TOTAL COSTS INCURRED AND PAID FOR THE SALE OF THE FORMER RESIDENCE AT THE OLD DUTY STATION (Column (1). See Footnotes 1 and 3)	\$ 61,916.20	
28. TOTAL COSTS INCURRED AND PAID FOR THE PURCHASE OF THE NEW RESIDENCE AT THE NEW DUTY STATION (Column (2). See Footnotes 2 and 3)		\$ 0.00

Note: Costs of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also, mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. No fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-321, and Regulation Z issued by the Board of Governors of the Federal Reserve System.

Footnotes:

1. The total amount of expenses which may be reimbursed is this amount, but it shall not exceed 10% of the sale price of the residence at the old duty station.
2. The total amount of expenses which may be reimbursed is this amount, but it shall not exceed 5% of the purchase price of a residence at the new duty station.
3. If property is a multiple family unit type (excluding condominium) expenses are prorated and allowed for the employee's residence unit only.

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